



941 E-FILE

The 941e-file Program accepts and processes Forms 941, *Employer's Quarterly Federal Tax Return*, in Electronic Data Interchange (EDI) format. It conducts security checks, sends electronic acknowledgments and builds records to be processed by IRS computer systems. The returns are transmitted nationwide via dial-up phone lines and menu-driven software directly to the IRS and processed at the Tennessee Computing Center (TCC) and the Austin Service Center (AUSC). At present, the only attachment that 941e-file accepts is the Schedule B, *Record of Federal Tax Liability*.

WHO CAN PARTICIPATE

The 941e-file Program is available to any business or Reporting Agent who files Forms 941 for themselves or other businesses. Software Developers can also participate.

HOW TO PARTICIPATE

General Requirements

- Interested businesses or Reporting Agents must submit a letter of application to the AUSC Electronic Filing Help Desk to participate in the 941e-file Program.
- The letter of application must include all pertinent information specified in Publication 3062, Revenue Procedure 99-39 and Publication 1855, *Technical Specifications Guide For The Electronic Filing of Form 941 Employer's Quarterly Federal Tax Return*.
- The letter of application must be received by the Electronic Filing Help Desk by the following dates:

| Application Due Date | For Quarter Ending |
|-----------------------------|---------------------------|
| December 15 (prior year) | March 31 |
| March 15 | June 30 |
| June 15 | September 30 |
| September 15 | December 31 |

- The applicant must successfully transmit test files as part of the application process.
- If the IRS approves the application, it will issue, a user-ID/password to access the system and personal identification number (PIN) for the electronic signature alternative.



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Internal Revenue Service
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Reporting Agent Requirements

In addition to the general requirements, the following apply to Reporting Agents who want to participate:

- The letter of application must include a Reporting Agent List and a Reporting Agent Authorization (Form 8655) for each taxpayer listed.
- Once reviewed and approved, the Reporting Agent will receive a validated agent's list from the AUSC. This list will contain valid names and employer identification numbers (EINs) and must be used by the Reporting Agent to avoid processing delays.
- The Reporting Agent must follow all guidelines associated with adding and deleting taxpayers from the validated agent's list.

BENEFITS

Confidence

- Returns processed quickly with few errors (less than 1% of all returns).
- Electronic security ensures the confidentiality of tax return data.

Speed

- Processing time reduced to one week.
- Acknowledgment records returned within 48 hours.
- No paperwork delays.
- Information is quickly available to IRS customer service sites .

Flexibility

- Electronic signature means less paperwork.
- Accepts timely filed returns, and late filed returns for the current tax year, and one preceding tax year.
- Accepts balance due, refund and even balance returns.

FOR FURTHER INFORMATION

Contact either of the following locations by dialing:

TCC Electronic Filing Help Desk

(901) 546-2690 Ext. 7519

7:00am - 3:30pm

Central Standard Time

AUSC Electronic Filing Help Desk

(512) 460-8900

7:30am - 3:30pm

Central Standard Time

You may also write to either address:

Internal Revenue Service

Tennessee Computing Center

Electronic Filing Help Desk

P.O. Box 3309 AMF

Memphis, TN 38130

Attn: Electronic Filing Unit Stop 37

Internal Revenue Service

P.O. Box 1231 Stop 6380 AUSC

Austin, TX 78767

If you have questions about 941*e-file* or other electronic business options, you may visit the Electronic Services section of the IRS web site at **www.irs.gov**.